



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204



James L. Greeson, State Fire Marshal
Division of Fire and Building Safety

Checklist for a Complete Mechanical Submittal

To qualify for a mechanical release, an applicant must provide one complete application indicating the mechanical scope of work, and a complete submittal of mechanical drawings demonstrating compliance with all applicable building laws and fire safety laws including the following:

- ☐ Ductwork
 - ☐ Equipment
 - ☐ Equipment schedules showing capacity
 - ☐ Size and type of equipment
 - ☐ Systems controls
 - ☐ Fire dampers
 - ☐ Smoke dampers
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- ☐ A compliance report using an accepted computer compliance tool such as ComCheck, other compliance software or other methods approved by DFBS or the Fire Prevention and Building Safety Commission, demonstrating compliance with the requirements of the Indiana Energy Conservation Code, 2010 edition (675 IAC 19-4), where required.
 - ☐ For construction projects filed for which a design professional is required and where energy conservation details are required, the compliance report shall be signed and sealed by the design professional.
 - ☐ If a design professional is required, each page of all drawings shall include the signature and the seal of the design professional.
 - ☐ An applicant must demonstrate, through the submission of plans for construction, that the construction will comply with all applicable building laws and fire safety laws. Plans such as "Preliminary", "Not for construction", "For reference only", "Future", or "Optional" are unacceptable for use in DFBS' plan review process.
 - ☐ Any additional information that may be needed to substantiate statements that the proposed construction will comply with the rules of the Commission.

